



06.01.013 Pilot Observer Program

Effective Date

October 8, 2019

Version

2017.1

Prepared By

Business Development Manager

Approved By

General Manager

Purpose

To provide the required guidelines for the Pilot Observer Program and travel onboard AMHS vessels.

Scope

Licensed Dispatcher, Reservations Pass Desk, Terminals, Vessels, Masters, Port Captains, Management

Policy

- I. The Pilot Observer Program is in place to assist individuals in logging time on the navigational bridge and observing specific waterways.
 - a. Requests for participation in the Pilot Observer Program will be approved based on availability.
 - b. This policy pertains to AMHS retirees, and non-employees.
 - c. Access to the bridge will not be granted without the required memorandum issued by the Licensed Dispatcher.
 - d. Time logged will be verified by the Master of the vessel.
 - e. No retiree passes may be used in conjunction with this program to cover the cost of travel.

Responsibilities

1. Licensed Dispatcher:
 - a. Will manage requests for the AMHS onboard Pilot Observer Program.
 - b. Once approved an SOA memorandum will be sent to the Master of the vessel and the Reservations pass desk. The memo will include the name of the Pilot Observer, the dates requested and the embarking/disembarking ports.
 - c. Pilot Observers will ride the vessel but will not be included on the crew list.
2. Reservations Pass Desk:
 - a. Pilot Observers who are not actively employed by AMHS will be charged full fare for passage, cabin and meals at the current rate for the general public. Cancellations and change fees will be charged at the current rate for the general public.
 - b. Pilot Observers who are not actively employed by AMHS will be charged a fee of \$50 per day for bridge access, collected by AMHS Reservations. This fee covers access to the bridge and the associated administrative costs of the Pilot Observer Program.
 - c. All fares and associated fees will be collected at time of booking confirmation.
3. Master:
 - a. Pilot Observers will be allowed bridge access during transits with the Alaska Marine Highway System.
 - b. Pilot Observers shall not interfere with normal bridge operations in any way, including leaving their personal equipment on the bridge.
 - c. AMHS retiree pass holders are subject to the same provisions of this memorandum and are not authorized access to the bridge on a retiree pass for the purpose of gaining or maintaining pilotage without paying the full fare and bridge access fee. Vessel Masters are instructed not to sign off on trip sheets or allow access to the bridge for maintaining pilotage without a copy of this memorandum indicating the passage and fees have been paid.

- d. The Masters' signature on an individual trip sheet verifies that the Pilot Observer was on the navigational bridge and observing the waterway for which the Pilot Observer seeks credit. The Masters' signature on the trip sheets is not an evaluation of the Pilot Observer's performance, merely an attendance record.
- e. Masters' are within their authority not to sign the trip sheets for the requested areas if the Pilot Observer does not comply with the above listed criteria. If the Master decides not to sign an authorized Pilot Observer's trip sheet, they shall document the specific reason(s) and submit the documentation to the Port Captain's office for review.

Forms

None

Revision History

Supersedes none
Original Version 2017.1, October 8, 2019

References

None